



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date October 29, 1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 157		Date Received NOV 15 1974	Application No. 74-390 Date Completed NOV 21 1974
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Fuel and Measures Division 19 Hunter Street, S. W. Atlanta, Georgia 30334		4. Person to Contact Olin Mullinax <i>BWC</i>	
		5. Working Title Director	6. Tel. No. 656-3605

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1970 to Date

9. Exact Series Title
Liquified Petroleum
CERTIFIED (L. P. GAS) SERVICEMEN FILES

10. What is the function of the office in which this record series is created?

The Fuel and Measures Division is responsible for supervising and regulating the Fuel Industry in Georgia, and for assuring that weighing and measuring devices are accurate. The Division administers and supervises two inspection units; one for assuring that fuels meet certain specifications and the other assuring that anything subject to being weighed and/or measured is checked accurately.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to certifying individuals to service L. P. gas metering devices.

Included are: Evidence of certified servicemen's bond (for employing company)
Evidence of issue of servicemen's certificate
Related correspondence

Files are arranged alphabetically by employing company.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1/10	1/10		1/10	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years
				?	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES- NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?
Bond is good as long as it is kept current. ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

24. REQUIREMENTS. The following requires the files to be kept Indefinite years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [X] OTHER See Below, then:

- ☐ [] Hold in the current files area _____ month(s)/ _____ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☒ [X] Other: (Specify)

Cut off ~~the~~ active files at the end of each Fiscal Year. Hold in the current files area 1 year; then, destroy.

SEE ATTACHED MAINTENANCE INSTRUCTIONS:

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	11/4/74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Ellis D. [Signature]</i>	11/4/74
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. [Signature]</i>	11-21-74
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll [Signature]</i>	11-18-74
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>R. [Signature]</i>	11-21-74

STATE RECORDS
COMMITTEE

Department of Agriculture
Fuel and Measures Division

Application for records disposition standard dated October 28, 1974

Item 25 continued

MAINTENANCE INSTRUCTIONS: On June 1, 1974 and annually thereafter cut off the files and place folders in the inactive files. Commence a new active file by creating folders for new companies and withdrawing folders from the cut-off files and placing them in the active files for those companies who renew the certificates for L. P. Gas Metering Devices Servicemen. As folders are moved from the cut-off files to the active files, retain the evidence of bond in the folder, but remove and destroy all papers which have no further value.